



PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

382

Supplier: **HANZ GRAPHICS & DIGITAL IMAGING CENTER**
 Address: **J.ROMUALDEZ ST., BRGY.14, TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 P.O. No.: **377-05-21**
 Date: **05-27-21**
 Mode of Procurement: **SHOPPING B**

TIN _____
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **City General Services Office**
 Date of Delivery: _____ Delivery Term: _____
 Payment Term: _____

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
			CEO 2021-1307			
	1	boxes	Carbon Paper (Long)			
	2	boxes	Expanding Envelop (100 pcs./box)	6	179.00	1,074.00
	3	pcs	Expanding Folder (Long)	1	1,400.00	1,400.00
	4	rms	Folder (Long)	100	8.50	850.00
	5	pcs	Correction Tape	3	430.00	1,290.00
	6	rms	A4 paper 70gsm	36	27.50	990.00
	7	rms	Bond Paper (Long) 70gsm	75	187.50	14,062.50
	8	pcs	Cartolina (Skyblue, Yellow, Red)	75	209.50	15,712.50
	9	boxes	Paper Fastener (Vinyl)	72	5.50	396.00
	10	boxes	Paper Clip (Vinyl)	12	29.00	348.00
	11	boxes	Mailing Envelope (Long)	12	18.00	216.00
	12	sets	Highlighter Marker (3pcs/set)	1	239.00	239.00
	13	pcs	0.50 Sign Pen	5	48.00	240.00
	14	pcs	2" ScotchTape	36	24.00	864.00
	15	pcs	#35 Staple Wire	12	41.50	498.00
	16	boxes	#10 Staple Wire (12pcs./box)	12	46.00	552.00
	17	boxes	Pencil (12 pcs./box) mongol	5	54.00	270.00
	18	pcs	Pentel Pen(Black)	6	72.00	432.00
	19	bots	Pentel Pen Refill Ink (Black)	12	29.00	348.00
	20	bots	Glue 40 grms.	12	84.00	1,008.00
			nothing follows	12	28.00	336.00
				TOTAL AMOUNT		41,126.00
				1%		411.26
				5%		2,056.30

Total Amount in Words = Forty- One Thousand One Hundred Twenty- Six Pesos and 00/100 only.....

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) percent for every day of delay shall be imposed.

Conforme: _____
 Signature over Printed Name of Supplier
 Date _____

BY THE AUTHORITY OF THE CITY MAYOR:
 Very truly yours,
ATTY. ANNALIZA A. QUILLOPE
 OIC-CITY ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available: **SALVADOR A. ABINA, JR.**
 City Accountant

100 - 1570 Bldg. Remis
 Res
 2-0201-020-08

BUR NO./Obr No.: _____
 Date: **5/23/2021**
 Amount: **PA1,126.00**

1:10
 5/23/21